

ADMAG

Administration Management Advisory Group

The ADMAG was established on 2 July 1973 as a forum for continuing dialogue between senior management and employees. It is composed of nine members, one from each DDA office and one from the Administration Career Service. Members are generally from the age group 30-45 and from grades GS-11 through GS-14. The tour of participation is for one year, with one-half of the membership rotating semi-annually. The group meets at least once each month, most often during non-duty hours.

Under the original guidelines, the purpose of the group is to study issues and problems affecting the Directorate and to make recommendations for improvement. While suggestions from employees are welcome, the Group is instructed to avoid personal grievances since grievance procedures are already available. If you have an Agency, Directorate, or office level idea or an honest criticism that you would rather not pursue personally, perhaps ADMAG can assist you.

ADMAG has no formal production responsibility, nor is it intended to replace existing formal command channels. In its first year, ADMAG approached issues and problems with in-depth research reports to the DDA. However, as a result of advertising its existence, interaction with

Directorate management and through presentations at "Trends and Highlights" (an excellent source for feeling the pulse of employee concerns), the Group has become involved with more and broader issues. Consequently, new procedures have been devised to handle this increased activity. Issues or problems are now thoroughly screened in an effort to determine appropriate action and then recommendations in the form of brief memoranda are forwarded to the DDA for his consideration, thus permitting the Group to focus its efforts on a greater number of issues having Agency, Directorate and office wide impact.

Of course, not every item considered by the ADMAG has resulted in a demonstrable change in policies or functioning of the DDA, nor has every item investigated culminated in a suggestion for action to the DDA. In the majority of these cases, investigation showed that efforts were being made elsewhere to satisfy the particular need. However, no item is ignored, since in many instances the discussion of these issues does stimulate interest and action on the part of the responsible component or individual.

The importance of good communication cannot be overstated and the key to good communication is the ability of people to level with one another. ADMAG offers an excellent forum for opening the informal lines of communication, upward, downward and horizontally, throughout the DDA. Through the ADMAG, employees have an opportunity to directly

exchange views or offer honest criticisms to the DDA;
anonymously if so desired.

Some items that appear on a review of past ADMAG minutes are: VIP Price Information; Honor and Merit Awards; Drug and Alcohol Abuse and Prevention Programs; Applicant Processing Procedures; CIA Exhibit Displays; Fitness Reports; Parking at Non-Headquarters Sites; Small Car Parking Lanes; After Hours Security Checks; Flex Hours; Non-Profit Transportation Association; and Employee Concerns Over Vacancy Notices. The DDA feels that ADMAG's contribution to these items and the other issues it has addressed is a helpful "sounding board" and communications link to the employees in the Directorate.

In addition to ADMAG, many of the offices within the Directorate have their own Management Advisory Group organized for the purpose of examining issues and problems at the office level. Similar MAG organizations may be found in the other Directorates; and finally, there also exists a DCI/MAG.

Following is a list of your current ADMAG representatives, through 1 January 1977:

<u>Office</u>	<u>Name</u>	<u>Room</u>	<u>Extension</u>
MG Career Sub-Group			
Communications			
Finance			
Office of Data Processing			
Logistics			

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<u>Office</u>	<u>Name</u>	<u>Room</u>	<u>Extension</u>
Medical Services	<div></div>		
Personnel			
Security			
Training			

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